



Position Title:	Enrollment Specialist	Job Code:	0788
Reports To:	Project Director	Job Group:	PENC
Department:	Title V	Salary Grade:	14
Prepared By/Date:	Jennifer C. Brito/5-4-2009	FLSA Status:	Exempt
Approved By/Date:	Dr. Carlos Archbold/8-24-2010		
Revised:	Jennifer C. Brito/9-3-2010		

Summary:

The Enrollment Specialist for the Student Success Initiative will work directly with students to resolve academic difficulties, coordinate service delivery, and track performance, participation, and persistence. This individual will also be responsible for implementing workshops, organizing outreach activities related to postsecondary education to schools and community organizations

Essential Duties and Responsibilities:

- Provides information and assistance to Hispanic students regarding admissions, financial aid, academic testing, academic and graduation requirements and in interpreting the college catalog
- Provides individual personal and career counseling to Hispanic students
- Monitors and tracks student participation, performance, and persistence using the case management system
- Identifies students at risk of failure in developmental education courses, Student Success Program course and implements an intervention strategy
- Assists faculty and staff in identifying and recognizing students at risk of dropping out of college and implements an intervention strategy
- Conducts workshops and provides academic advisement to students
- Conducts targeted recruitment and community outreach activities and collects student data for analysis and evaluation
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge about spreadsheets, database programs and office automation.
- Knowledge of Microsoft Office software.
- Excellent analytical skills in preparing comprehensive reports and interpreting data.
- Excellent interpersonal and communication skills (oral and written).
- Ability to use independent judgment in the performance of complex record keeping functions.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively collect, analyze, evaluate and prepare human resource statistical data.
- Ability to communicate effectively, both oral and written
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Ability to work a flexible schedule including days, evenings, and some weekend assignments

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision. Depth perception and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Education, Psychology or related discipline and five (5) years related work experience, or a Master's degree and one (1) year of related work experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name